



## Attendance and Punctuality Policy

<b>Headteacher</b>	Zehra Jaffer
<b>Chair of Governors</b>	Shekeila Scarlett
<b>Policy Author</b>	Connie Minott, Attendance Officer
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## Contents

1. Aims.....	3
2. Legislation and Guidance .....	3
3. Roles and Responsibilities.....	3
4. Recording Attendance and Punctuality .....	6
5. Absence from School .....	7
6. Holidays During Term Time.....	9
7. Strategies to Improve and Reward Attendance.....	9
8. Children Missing in Education (CME).....	11
9. Analysing, Monitoring and Reporting Attendance .....	11
10. Appendix 1: Attendance Codes.....	13
11. Appendix 2: Attendance Action Flowchart .....	15
12. Appendix 3: Punctuality Flowchart .....	16
13. Appendix 4: Model Letters.....	17



## 1. Aims

Regular school attendance is essential if students are to achieve their full academic potential, learn social skills, form secure friendships, develop cultural awareness and understand career pathways. Poor attendance increases the chances of young people underachieving, becoming victims of harm, Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), radicalisation or becoming NEET (not in education, employment or training).

At Stoke Newington School and Sixth Form, we are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## 2. Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#) from the Department for Education (DfE). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)

## 3. Roles and Responsibilities

### 3.1. The Governing Body

The Governing Body is responsible for:

- Setting high expectations of all school leaders, staff, students and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the School works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate



- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Headteacher to account for the implementation of this policy

### 3.2. The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels

### 3.3. The Designated Senior Leader Responsible for Attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance



- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is Mark Bynoe, Senior Deputy Headteacher, and can be contacted via [Mar.Byn@sns.hackney.sch.uk](mailto:Mar.Byn@sns.hackney.sch.uk)

#### 3.4. The Attendance Officer

The Attendance Officer is responsible for:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, working with them and parents/carers directly.
- Looking at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Headteacher when to issue fixed-penalty notices

The Attendance Officer is Connie Minott, and can be contacted via [Con.Min@sns.hackney.sch.uk](mailto:Con.Min@sns.hackney.sch.uk)

#### 3.5. Class Teachers

Class Teachers are responsible for:

- Recording attendance for both morning and afternoon sessions daily, completing registers within 5 minutes of Registration/Lessons beginning and using the correct codes.

#### 3.6. Reception Staff

Reception staff are responsible for:

- Taking calls from parents/carers about absence on a day-to-day basis and recording on the school system.
- Transferring calls and messages from parents/carers to the relevant staff where appropriate, to provide them with more detailed support on attendance

#### 3.7. Parents/Carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)



Parents/carers are responsible for:

- Making sure their child attends every day on time
- Calling the school to report their child's absence before 8:00am on the day of the absence on the day if their child is absent and each subsequent day of absence if there is no medical note provided, and advise when they are expected to return
- Providing the school with more than 1 emergency contact number for their child
- Ensuring that, where possible, appointments for their child are made outside of the school day
- Keeping to any attendance contracts that they make with the school and/or local authority
- Seeking support, where necessary, for maintaining good attendance, by contacting form tutor and/or, head of year.

### 3.8. Students

Students are responsible for:

- Attending school every day on time by 8.25am
- Attending every timetabled lesson and arriving on time fully equipped for learning.

## **4. Recording Attendance and Punctuality**

### 4.1. Recording Attendance

Monitoring of students' attendance is an important part of safeguarding.

Students must arrive by 8.25am to ensure they arrive to their Form Rooms by 8.30am when registration begins. Form Tutors will take the morning attendance register (AM Session) register each morning during tutor time between 8:30am – 8:35am. Students who arrive after 8.30am will be entered as late.

The afternoon attendance register (PM Session) will be taken at the start of lesson 5 between 2.10pm – 2.15pm. Registers are to be completed using the appropriate national attendance and absence codes from the School Attendance (Student Registration) (England) Regulations 2024, to determine whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name a of the person who made the amendment

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances.

### 4.2 Lateness and Punctuality

A student who arrives late:



- <https://www.classcharts.com/pupilreport/view/6156575/onreportcards> Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

If student arrives after 9.55am with no valid reason, they will also be deemed to have an unauthorised absence for the morning session. This will impact their attendance figure.

## **5. Absence from School**

Students should only be absent if they are very ill or there are serious circumstances considered extenuating. Should a young person be absent, parents/carers must notify the school of the reason for the absence by 8:00am, by calling the school attendance line via 0207 241 9686, leaving a message which includes the name of the student, year group, tutor group, reason for absence and expected return date. This can also be emailed via [attendance@sns.hackney.sch.uk](mailto:attendance@sns.hackney.sch.uk)

### 5.1 Unplanned Absence

Where an absence is not reported to the school by the parent/carer and the student is not in attendance, the school will send an absent alert text message to report their absence, requesting the parent/carer contacts the school to confirm details of their absence. A follow up message will be sent if student continues to be absent for a second day.

If the student has not returned to school after three school days and contact is still not obtained from parent/carer, the Attendance Officer will contact student's emergency contacts on the system to attempt to gain contact. If no contact is made, a three-day absence letter will be sent home. The Attendance Officer will continue to contact emergency contacts on Day 4 of the absence period if student has not yet returned.

If the student has not returned to school after five school days and contact is still not obtained from parent/carer or emergency contacts, the Attendance Officer will seek to complete a home visit with another member of staff to try and obtain contact with student and parent/carer.

If the school is concerned about the safety and wellbeing of a student who is not in school, we may consider and seek support from external agencies, such as the local authority, police and Children's Social Care. A letter will be sent home advising a referral will be made to the Multi Agency Safeguarding Hub (MASH) and home visit.

### 5.2. Illness

We understand students can be unwell from time to time and where needed, they are absent from school. When this is reported to the school by the parent/carer, we will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

Should students be absent from school for over 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Should the absence persist for two school weeks, and we have not seen the student, we, or partnership external agencies if working with the family, may need to conduct a home visit to ensure safeguarding proceedings are upheld.

### 5.3 Medical Appointments



Attending a medical appointment will be counted as authorised when the parent/carer notifies the school in advance of the appointment. Medical evidence is requested for all such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Where possible, we encourage parents to make medical and dental appointments out of school hours. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

#### 5.4 Students absent due to mental or physical ill health or SEND

We also recognise that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, and looked after children. The school will implement a range of strategies to support improved attendance.

- Meeting with parents and students
- Referrals to support agencies
- Time limited part time timetables
- Additional learning support
- Inclusion units
- Internal counselling support for the student
- CAMHS Referral

Where a student has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the student's needs, the school will inform the local authority.

#### 5.5 Participation in Public Performances

The regulations related to children participating in public performances are separate to those around authorising leave of absence. Parents/carers of a child performer are to request leave of absence from school for their child to take part in a performance. The child should have a valid performance licence and parent/carers will need to confirm whether education will be provided by the employer during the leave of absence. Confirmation of the absence from the agent must also be provided. This will, or will not, be authorised by the Headteacher.

Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence. For further advice and guidance on child employment and performance licenses please see further information from the local authority [using this link](#).

#### 5.6 Competing at Regional, County or National level for Sport

Absences in relation to students participating in sporting events must be requested by parent/carers and are authorised by the Headteacher. The School may wish to discuss with parent/carers the nature and frequency of the absence and how learning will continue if absences occur. Permission for your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their coaching. If the absence is likely to be a regular event parents must provide evidence, from the sports club or association, of a named tutor or coach who will be providing the education and the programmes of study for the child.

#### 5.7 Gypsy Roma and Traveller Leave





Absence of a child from a traveller family that has left the area may be authorised if the absence is for work purposes only and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed if required. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away from home school holds the place open and records the absence as authorised through the T code. Distance Learning packs for traveller children are not an alternative to attendance at school. You can find further information from the local authority [using this link](#).

## **6. Holidays During Term Time**

In line with National and local guidance, we do not authorise any holidays taken during term time. We are aware there may be times when a young person will need to unexpectedly leave the country, for example due to the death of a family member.

Any request for leave during term time are to be submitted as soon as it is anticipated and, where possible, at least 5 days before the absence, by completing the form linked on the school website. A printed copy of the form can also be obtained from the Main Office. Requests must confirm the name of the students, first day of absence, last day of absence, return to school date and reason for leave. Requests should also be submitted with any supporting documentation, such as flight tickets.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant background context behind the request. Students are expected to collate and complete any work missed during their absence. Responses to requests for leave will be sent within 3 school days.

Should the leave not be authorised, and a young person is absent from school for over 20 school days, they may risk losing their place at Stoke Newington School and if so, will be taken off roll and reported as a Child Missing in Education to Hackney Education.

## **7. Strategies to Improve and Reward Attendance**

Our school will make use of the full range of support and resources available to improve a student's attendance, and reward high attendance. For improving attendance, the school will generally follow the flow chart of actions, however decisions regarding strategies used will be tailored towards the student, background information and the context of absences.

### 7.1 Incentives and Awards for high attendance

To encourage and recognise high attendance, a variety of incentives and awards are provided, include:

- Termly and Yearly attendance assemblies and certificates.
- Reward Trips for those with improved/high attendance.
- Achievement points

### 7.2 Persistent Absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance. In cases of persistent and severe absences, the School will work with the student, parents/carers and other key adults to implement interventions to improve attendance. If a student falls within the persistent absentee group, parents/carers will be notified at the half-term, if not previously made aware through other written communication.

### 7.3 Intervention to Improve Attendance



School recognises that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. The school can provide a range of interventions and support for the student to ensure their attendance remains high, including:

- Discussion with parents and students
- Attendance Letters such as low attendance letters and medical evidence only
- Meetings with key contacts, such as Attendance Officer, Pastoral Staff, SENDCo and external agencies where appropriate.
- Internal counselling support for the student
- Nominated staff member to support student
- Part-time timetable, which must be agreed by the Headteacher
- Attendance Support Plan
- Student and Parent Attendance Contract

#### 7.4 Penalty Notices and Warnings

The Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the student must not be present in a public place on that day).

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this may only be the parent/parents who allowed the absence. The payment must be made directly to the local authority, regardless of who issues the notice.

#### 7.5 Notice to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:



- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

### **8. Children Missing in Education (CME)**

Children going missing, particularly repeatedly, can act as vital warning sign of a range of safeguarding possibilities including Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE).

CME are at significant risk of underachieving, being victims of harm, exploitation, or radicalisation, and becoming NEET (not in education, employment or training) later in life. As such, early intervention is vital, and staff will monitor student attendance through twice-daily registers and refer all cases of concern.

Where individual staff have concerns about a student being a CME, they should submit an initial concern as per the Child Protection Policy. This will then be dealt with in line with both policies, and relevant professionals including the local authority and Children's Social Care will be contacted where appropriate.

In addition to this, students absent from school for over 20 school days of unauthorised leave, may risk losing their place at Stoke Newington School and if so, will be taken off roll and reported as a Child Missing in Education to Hackney Education.

### **9. Analysing, Monitoring and Reporting Attendance**

#### 9.1 Monitoring and Analysing Attendance

The Attendance Officer will monitor and analyse attendance and punctuality data regularly at an individual, year group, and target focus group level, and discuss interventions and actions needed regularly with the student's Head of Year and other key colleagues, such as the SENDCo, in Attendance Meetings and Student Support Network (SSN) meetings.

The school also works with Hackney Education Attendance Service who provide additional support and advise for the school and parents/carers, helping to improve attendance.

#### 9.2 Reporting Attendance to the Department for Education

From September 2024, the Department for Education (DfE) will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

#### 9.3 Reporting Attendance to Parents/Carers



Parents/carers will be notified termly of their child's attendance when receiving their Progress Check which will confirm their attendance percentage, and any authorised or unauthorised absences.

Should a student's attendance fall short of School's attendance target, parent/carers will be notified in line with the Attendance Flowchart, however decisions regarding strategies used will be tailored towards the student, background information and the context of absences.

## 10. Appendix 1: Attendance Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (AM)	Student is present at morning registration
\	Present (PM)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the Local Authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered
<b>Absent – Leave of Absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in school	Student of non-compulsory school age is not required to attend
C2	Part-time timetable	Student is not in school due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
<b>Absent – Other authorised Reasons</b>		
T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made
<b>Absent – Unable to attend school because of unavoidable cause</b>		
Q	Lack of access arrangements	Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)



<b>Y5</b>	Criminal justice detention	Student is unable to attend as they are; in police detention, remanded to youth detention, awaiting trial or sentencing, or, detained under a sentence of detention
<b>Y6</b>	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – Unauthorised Absence</b>		
<b>G</b>	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
<b>Administrative Codes</b>		
<b>Z</b>	Prospective student not on admission register	Student has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

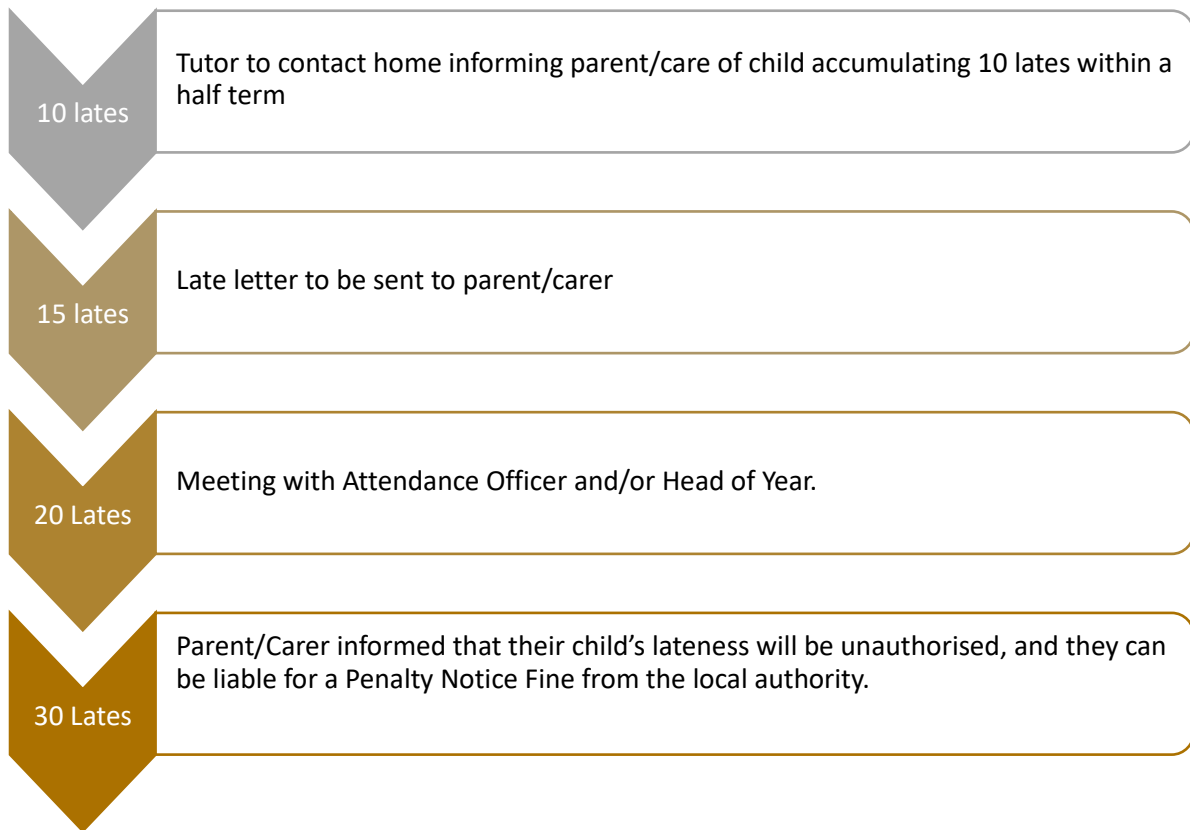


## 11. Appendix 2: Attendance Action Flowchart





## 12. Appendix 3: Punctuality Flowchart







### **13. Appendix 4: Model Letters**

#### **13.1 Low Attendance Letter**

*Parents/Carers*

*Address*

*Date*

Dear Parent/Carer of *Student name*,

We need your help, please, *student forename* has been absent for *no. of days* since the start of this academic year.

We know that sometimes our students cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) is designed to support parents in their decision making about mild illness.

We also know that students fall behind their friends and classmates when they miss school. At Stoke Newington School we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our students in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on your child's absences this academic year and we would really appreciate your help and support ensuring that your child comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet your child's class teacher or tutor if there is anything we can do to support you or your child or you can contact us via email [attendance@sns.hackney.sch.uk](mailto:attendance@sns.hackney.sch.uk). We appreciate that every family's situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Yours sincerely

*Attendance Officer*



### 13.2 Low Attendance Letter Persistent Absence

*Parents/Carers  
Address*

*Date*

Dear Parent/Carer of *Student name*,

We need your help, please, *Student name* has been absent for *no. of days* which equates to *percentage%* since the start of this academic year.

The school monitors the attendance of all students, and particularly those children whose attendance falls below 90%, which classifies them as a Persistent Absentee. As your child's attendance is below 90%, I will continue to monitor their attendance weekly and look forward to seeing an improvement.

We know that sometimes our students cannot come to school because they are unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) is designed to support parents in their decision making about mild illness.

We also know that students fall behind their friends and classmates when they miss school. At Stoke Newington School we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our students in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on your child's absences this academic year and we would really appreciate your help and support ensuring that your child comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet your child's class teacher or tutor if there is anything we can do to support you or your child or you can contact us via email [attendance@sns.hackney.sch.uk](mailto:attendance@sns.hackney.sch.uk). We appreciate that every family's situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Yours sincerely

*Attendance Officer*



### 13.3 Attendance Meeting Letter

*Parents/Carers*

*Address*

*Date*

Dear Parent/Carer of *Student name*,

We are writing to advise you that *Student name's* attendance currently stands at *percentage%* which is still below the school target rate of 96% from when we wrote to you on *date of first low attendance letter*.

As *student's name's* attendance is a concern to us, we would like to arrange a meeting with you to meet your child's Head of Year, *name*, and myself to discuss how we can all work together to improve their attendance. This will be an opportunity to discuss any concerns you may have; access any support you feel would help and set targets for improvement. Your child may also be present if you feel this is necessary.

Meeting Date: **XXXXXXXXXXXXXXXX**

Meeting Time: **XXXXXX**

If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact us by email [attendance@sns.hackney.sch.uk](mailto:attendance@sns.hackney.sch.uk)

Yours sincerely

*Attendance Officer*



### 13.4 Medical Evidence Only Letter

*Parents/Carers  
Address*

*Date*

Dear Parent/Carer of *Student name*,

Our students' welfare is of paramount importance to us, and we know that regular attendance throughout the year is essential for their success and fulfilment.

Since your child returned to school this academic year, they have accumulated *number of days* off school, from a possible *number of days*. *Student's name's* current attendance rate is *percentage%*

Due to their attendance falling below the school target of 96% and high number of days off, we must now inform you that from *start date*, we will no longer be authorising any absence due to illness or medical appointments without medical evidence. Medical evidence can be in the form of appointment cards, prescriptions, or notes from a pharmacist in lieu of a sick note, we do not wish you to incur a charge for providing this evidence so please do discuss with us if you are concerned.

If your child receives 5 unauthorised days absent within in a 12-week period, a Penalty Notice Warning can be issued. Further absences after this, can result in a fine from the Local Authority, and in more serious cases court action.

If your child has a medical condition, or other extenuating circumstances which will impact on their attendance, please contact us to discuss putting the appropriate support in place via email on [attendance@sns.hackney.sch.uk](mailto:attendance@sns.hackney.sch.uk)

Yours sincerely

*Attendance Officer*



### 13.5 Attendance Warning Letter

*Parents/Carers  
Address*

*Date*

Dear Parent/Carer of *Student name*,

We wrote to you on *date of medical evidence only letter* to inform you that we will not authorise absences for *Student name* without medical evidence from *date of medical evidence only*.

Since the date, your child has had *number of days* days of unauthorised absence as we have not received supporting medical evidence.

- *Dates of absences*

If you do have any evidence for the above dates, please provide this to the school office and we can authorise if appropriate.

A reminder that if there is a further *number of days* unauthorised absences, you are at risk of receiving a Penalty Notice Warning which can result in a fine.

Yours sincerely

*Attendance Officer*



13.6 Penalty Notice Warning (PNW)

*Parents/Carers  
Address*

*Date*

Dear Parent/Carer of *Student name*,

Registered student at: Stoke Newington School And Sixth Form

**PENALTY NOTICE WARNING**

Penalty Notices (S.444A/ZA Education Act 1996) are used as a deterrent to prevent a pattern of unauthorised absence from school developing. They are issued by post to a student's home, after at least one warning, and in cases where a student has been absent from school without acceptable cause. Unreasonable absence from school includes truancy, holidays taken in school term time, and persistent late attendance after the School Register has closed.

A penalty notice may result in the parents of students who had unauthorised absence from school (i.e. any absence that the school did not give permission for) being subject to an immediate maximum fine of £120.

You have received this warning letter because your child has accumulated at least 10 recorded unauthorised absences from school. If your child has any further recorded unauthorised absences, including arrival after registration, a penalty notice may be issued.

Yours sincerely

*Headteacher*



13.7 Parental Contract

**Attendance Improvement Parent Contract**

Meeting date/time:	
Location:	
Child's name	
Date of birth	
Agreed actions:	
<p><i>Examples of possible agreed actions:</i></p> <ul style="list-style-type: none"> <li>• <i>Student will arrive at school by 8.30 every day</i></li> <li>• <i>Parent will inform the school on the first day of a sickness absence and provide a note on the child's return</i></li> <li>• <i>Child has a quiet, safe space available to them at lunch time</i></li> <li>• <i>School will provide the child with a mentor who they should meet with weekly</i></li> <li>• <i>School will refer to Early Help services to support the parent</i></li> </ul> <p><i>Please adapt these for each situation</i></p>	
Attendance target:	
Timescale for improvement:	
Date of review meeting:	

I confirm that this Attendance Parent Contract was agreed by all present. Signed:

Parent/carer: .....

Student: .....

School: .....

Other agency: .....



13.8 Multi Agency Safeguarding Hub (MASH) Referral & Home Visit Letter

*Parents/Carers*

*Address*

*Date*

Dear Parent/Carer of *Student name*,

I hope you and the family are well. I am writing to you as we are concerned about the lack of communication and engagement between school and home.

*Student Name's* attendance is currently *attendance percentage%* and we have tried to make contact on *enter dates*, with no or very little response. We also conducted a home visit on *date of home visit*.

With this, we have a legal duty to then seek out support from Hackney and make a referral to Hackney Multi Agency Safeguarding Hub (MASH) whereby they will complete an assessment to potentially offer early help.

Please could you contact us so we can discuss this referral with you, otherwise we will have to make the referral without meeting with you and putting a plan in place.

We will continue to monitor your child's attendance and hope to see an improvement. If you would like to discuss the content of this letter or your child's attendance, please do not hesitate to contact me or the Year Team. We will always listen, empathise and support but we will not tolerate poor attendance.

Yours sincerely

*Attendance Officer*





13.9 Three Day Absence Letter

*Parents/Carers  
Address*

*Date*

Dear Parent/Carer of *Student name*,

Your child has been absent for 3 school days with no contact from parent/carer to confirm the reason why. She/he has been absent from *First date* – *Last date*. We have tried to contact you on numerous occasions but have been unable to speak with you. Their absence is currently unauthorised.

It is imperative that you contact the school office on 0207 241 9600 to provide further information regarding your child's absence from school or via email on [attendance@sns.hackney.sch.uk](mailto:attendance@sns.hackney.sch.uk)

Yours sincerely,

*Attendance Officer*



13.10 Five Day Absence Letter

*Parents/Carers  
Address*

*Date*

Dear Parent/Carer of *Student name*,

Your child has been absent for 5 school days with no contact from parent/carer to confirm. They have been absent from *First date – Last date*. We have tried to contact you via multiple avenues such as phone, email and letter on numerous occasions but have been unable to speak with you. Their absence is currently unauthorised.

It is imperative that you contact the school office on 0207 241 9600 to provide further information regarding your child's absence from school.

If your child has been unwell for this period, medical evidence should be provided to support this absence. Failure to provide evidence to support this absence will result in the absence remaining unauthorised.

Yours sincerely,

*Attendance Officer*



13.11 Authorised Absence Letter

*Parents/Carers  
Address*

*Date*

Dear Parent/Carer of *Student name*,

**Student name - TG  
Start Date – End date**

Thank you for submitting a request for leave for your child to be absent from School during the above dates.

Having reviewed your application in this instance, we have decided to authorise this absence request. Please be advised that although this absence has been authorised, it will affect their attendance. Students are expected to collate and complete any work missed during this time.

A reminder that attendance for the remainder of the academic year will need to be as close to 96% as possible. Please carefully consider any decisions you make about absences when unwell and unable to attend school as this will impact further on their attendance.

Your child is expected to return to school on *enter expected return date*. Should there be any issues with this, please contact the School as soon as possible to let us know.

We must make you aware that should they not return to school within 10 school days of their expected return date of authorised leave, they are at risk of losing school place at Stoke Newington School.

Yours sincerely

*Attendance Officer*



13.12 Unauthorised Leave Letter Permission Requested

*Parents/Carers  
Address*

*Date*

Dear Parent/Carer of *Student name*,

**Student name - TG**  
**Start Date – End date**

Thank you for submitting a request for leave for your child to be absent from School during the above dates.

Having reviewed your application in this instance, we have decided to not authorise this absence request. Although we understand the reason for your request, we are unable to approve this leave of absence as the circumstances for this absence have not been considered as exceptional.

Should your child be absent from school during the requested dates, this will be recorded as an unauthorised absence. The School may send a Penalty Notice referral to the Local Authority (Hackney Education), in relation to the period of unauthorised absence. Penalty Notices (S.444A/ZA Education Act 1996) are used as a deterrent to prevent a pattern of unauthorised absence from school developing. They are issued by post to a student's home, where a student has been absent from school without acceptable cause. Unreasonable absence from school includes holidays and travelling away from home during term time. A Penalty Notice may result in the parents/carers of students, being subject to an immediate maximum fine.

We must make you aware that should they not return to school within 20 school days of unauthorised absence, they are at risk of losing school place at Stoke Newington School.

Yours sincerely,

*Attendance Officer*



13.13 Unauthorised Leave Letter Permission Not Requested

*Parents/Carers*

*Address*

*Date*

Dear Parent/Carer of *Student name*,

**Student name - TG**  
**Start Date – End date**

I am writing to you in relation to *Student name's* recent absence from School between the **Start and End Date**. We have established that this absence was due to a holiday during term time.

Taking into account the circumstances relating to this period of leave, we have decided to not authorise this absence request and the absence is recorded as an unauthorised holiday. Although we understand the reason for your request, we are unable to approve this leave of absence as the circumstances for this absence have not been considered as exceptional.

The School may send a Penalty Notice referral to the Local Authority (Hackney Education), in relation to the period of unauthorised absence. Penalty Notices (S.444A/ZA Education Act 1996) are used as a deterrent to prevent a pattern of unauthorised absence from school developing. They are issued by post to a student's home, where a student has been absent from school without acceptable cause. Unreasonable absence from school includes holidays and travelling away from home during term time. A Penalty Notice may result in the parents/carers of students, being subject to an immediate maximum fine.

We must make you aware that should they not return to school within 20 school days of unauthorised absence, they are at risk of losing school place at Stoke Newington School.

If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact us by email [attendance@sns.hackney.sch.uk](mailto:attendance@sns.hackney.sch.uk)

Yours sincerely

*Attendance Officer*



13.14 Punctuality Letter

*Parents/Carers  
Address*

*Date*

Dear Parent/Carer of *Student name*,

We have noticed that *Student name* is often late in the mornings.

We know that mornings can be difficult for some students, and we are keen to help to improve *Student name's* attendance.

We will be in contact again to request a meeting with you if we have ongoing concerns about your child's punctuality.

Yours sincerely

*Attendance Officer*



13.15 Punctuality Meeting Letter

*Parents/Carers  
Address*

*Date*

Dear Parent/Carer of *Student name*,

We are writing to advise you that *Student name* has been late *Number* since the start of the term.

The school day begins promptly at 8:30 and registration closes at 8:35. Afternoon registration takes place between 2:10pm – 2:15pm.

Arriving promptly makes sure that your child doesn't miss schoolwork and prevents disruption to the teacher and other pupils. Persistent lateness can lead to a significant loss in learning time.

Persistent lateness can result in a penalty notice, if your child arrives late after the register closes in 10 sessions in a rolling period of 10 weeks.

As *student's name's* punctuality is a concern to us, we would like to invite you to come in for a chat about [name]'s punctuality.

We would like to find out whether there is anything:

- Happening at school that makes it difficult for [name] to get to school on time
- Happening at home that we can help with, or that you think we should be aware of
- We can do to make it easier for [name] to be on time for school

At this meeting you will meet your child's Head of Year, *name*, and myself to discuss how we can all work together to improve their punctuality. This will be an opportunity to discuss any concerns you may have; access any support you feel would help and set targets for improvement. Your child may also be present if you feel this is necessary.

Meeting Date: **XXXXXXXXXXXXXXXX**

Meeting Time: **XXXXXX**

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact us by email [attendance@sns.hackney.sch.uk](mailto:attendance@sns.hackney.sch.uk)

Yours sincerely

Attendance Officer



13.16 Persistent Punctuality Letter

*Parents/Carers*

*Address*

*Date*

Dear Parent/Carer of *Student name*,

We met with you on *date of meeting* to discuss our concerns of *Student Name punctuality*

Since that date, your child has been late *number of days* days.

They arrived at school late on the following dates:

- [date]
- [date]
- [date]

If you have any evidence for the above dates, please provide this to the school office and we can authorise if appropriate.

A reminder that if there are further lates, you are at risk of receiving a Penalty Notice Warning which can result in a fine.

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact us by email [attendance@sns.hackney.sch.uk](mailto:attendance@sns.hackney.sch.uk)

Yours sincerely

*Attendance Officer*